

## Master Syllabus

**PREFIX :** BUS 133/1330

**COURSE TITLE:** Personal Finance

**CREDIT:** 3

**PREREQ:** None

**COURSE DESCRIPTION:** Provides an overview of topics relevant to personal finance including investment strategies, banking, consumer finance, real estate investment, health insurance, and retirement planning.

### STUDENT COMPETENCIES:

1. Calculate the time value of money, using present value & future value tables.
2. Prepare a chronological resume' based on one's education & work experiences.
3. Prepare a 1040 federal tax return and have an understanding of a state tax return.
4. Review & explore various types of mortgage financing & will know how to calculate a mortgage payment.
5. Know how to calculate the costs of owning or leasing costs of a motor vehicle.
6. Have a basic understanding in comparing the costs & components of renter's insurance, homeowner's insurance, and automobile insurance.
7. Learn techniques of purchasing or selling a home including how to fill out a "Listing Agreement" and "Purchase Agreement".
8. Know how to determine the amount needed to save each year to have the necessary funds to cover retirement living costs.
9. Learn how to compare costs of various forms of health insurance including health maintenance organizations, hospital insurance, and major medical coverage.
10. Review & explore various benefits of the social security system including retirement benefits, survivor's benefits, and Medicare.
11. Learn how to plan to distribute one's estate after death, including wills, trust, power of attorney, community property, last letter of instruction, and prenuptial agreement.

**COURSE OUTLINE:**

- I. Overview Financial Planning**
  - A. Budgeting and Record Keeping
  - B. Concepts - Time Value of Money
  - C. Tax Planning and Strategies
- II. Managing Liquidity**
  - A. Financial Institutions
  - B. Interest Rates
  - C. Money Market Savings and Investments
  - D. Securing Credit
  - E. Identity Theft
  - F. Managing Personal Credit
- III. Personal Financing**
  - A. Personal Loans
  - B. Mortgage Financing
  - C. Home Purchase and Selling
- IV. Protecting One's Wealth**
  - A. Life Insurance
  - B. Auto Insurance
  - C. Homeowner and Renter's Insurance
  - D. Health and Disability Insurance
  - E. Medical Plans
- V. Personal Investing**
  - A. Investing Fundamentals
  - B. Return and Risk
  - C. Stock Analysis
  - D. Personal Investing
    - 1. Stocks
    - 2. Bonds
    - 3. Mutual Funds
  - E. Investment Diversification
- VI. Retirement and Estate Planning**